

VACANCY



NAMIB POULTRY

BECAUSE YOU DESERVE BETTER

QUALITY ASSURANCE COORDINATOR **[PROCESSING PLANT / QUALITY ASSURANCE]**

Namib Poultry (Pty) Ltd is a fully integrated broiler production operation established in 2012 and situated 30 km north of Windhoek on the A1 Highway on the farm Klein Okapuka.

Namib Poultry (Pty) Ltd is an equal opportunity employer with the following vacancy available at our state-of-the-art Processing Plant. Interested and suitably qualified candidates as well as candidates from the designated groups are invited to apply.

PRIMARY PURPOSE OF THE POSITION

- Implement and Maintain the HACCP/ISO 22000 and various contracted Food Safety systems within the Company.
- Carry out internal and external audits including required corrective actions by all departments and suppliers.
- Monitor all raw material suppliers within the specified Food Safety System program requirements.

KEY FUNCTIONS AND RESPONSIBILITIES

Quality Control

- Ensure compliance to set standards, and complete comprehensive documentation three times a week
- Perform additional testing (5 specs) and complete documentation -accuracy, and submit to the Quality Assurance Manager and Production Manager within reasonable time frame
- Accuracy testing according to set standards, compile and submit report to the Quality Assurance Manager
- Monthly moisture analysis and test scales daily
- Coordinate with production unit weekly, accuracy according to set format and report to Quality Assurance Manager within set-time frame
- Monitor according to Quality Assurance Manager, monthly taste evaluation with Quality Assurance Manager
- Prepare schedule in conjunction with Quality Assurance Manager
- Prepare samples and ensure comprehensive completion of documentation
- Accuracy and comprehensive samples available on request (queries)
- Monitor accuracy, comprehensive completion of documentation and submit deviances to Quality Assurance Manager
- Assist Quality Assurance Manager in implementation, maintenance and improvement of the HACCP and Quality system
- Assist in continuous improvement program as per QA managers' requests
- Customer complaints. Log in complaint, investigate problem, compile feedback report and send it to Quality Assurance manager. Assist in implementation and monitoring corrective action.
- Assist on-line quality controllers in formalising non-conformances, decision-making and corrective action, including completing of NCR book and hand over NCR book to Quality Assurance Manager for approval of accept /reject decision made.
- Assist on-line quality controllers in formalising non-conformances and corrective action on non-conforming finished goods including completing NCR book and hand over NCR book to Quality Assurance Manager for decision making.
- Assist Raw and packaging material quality controller on non-conforming raw and packaging material, formalise reporting of non-conformance and hand over report to Quality Assurance Manager for decision making.
- Responsible for equipment, analytical methods, calibration (internal & external) and technical work requiring application of correct scientific principles.
- Responsible for finalising and issue of all stock age reports to QA manager.
- Manage and coordinate retention samples store including raw materials, mixed batch samples and finished products.
- Monitor and control export products (compliance to expiry date, shelf life specs) and compile COA & final report. Liase with Export coordinator at Head office.
- Assist in recipe and testing of rendering meal
- Check and ensure completion of all quality transactions and movement i.e. raw and packaging material postings, mixed batches and finished goods releasing before stock taking.

Food Safety

- Weekly Accuracy and comply to set target/standards, follow-up within agreed timeframe and feedback to Quality Assurance Manager weekly.
- Weekly summary of daily inspections (PRP's), submit to Quality Assurance Manager and follow-up within agreed timeframe

Exports

- Compliance to expiry dates (inner & outer case), control shelf life specifications (according to country export specifications). Weekly Accuracy of information and submit to Export office (head office)

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Administration

- Daily accuracy of documentation and timeous results. Liaise with Veterinarians regarding tests.

General

- Record results on recording system, distribute results and submit deviations to Quality Assurance Manager.
- Comprehensive Accuracy within set timeframe
- Fill in of daily return book and report any deviations in handover book
- All equipment in good working order. Documentation (methods and shelf life) available at all times.
- Allocate work for assistant. Training of assistant and give assistance where required.
- Correct stock levels of kit and equipment and comply to good housekeeping principles and standards.

MINIMUM QUALIFICATION, EXPERIENCE AND COMPETANCIES

- Grade 12 (NQF 4)
- National Diploma in Food Technology or alternatively Environmental Health, BSc Microbiology, or recognized equivalent (Compulsory)
- Poultry Meat Examiner / Inspector Qualification will be an added advantage.
- VACCP & TACCP Training will be an added advantage
- Internal / External FSMS Audit Training / Qualifications
- Five (5) – Ten (10) years' experience in FMCG food processing and manufacturing environment
- Proven supervisory skills within a FMCG food processing and manufacturing environment
- Extensive background in implementation and maintenance of HACCP/ISO 22000 and other Food Safety systems.
- Proficient in English being bilingual will be an added advantage.
- Namibian citizen.
- Fully computer literate with high proficiency in Microsoft Word and Excel.
- Valid Driver's license with own reliable transport.
- Must be able to work shifts, weekends, overtime and on public holidays.

The company offers a competitive salary and market related employee benefits.
Candidates who qualify for above position, should send a short CV to the HR department.

Email: HRsalaries@npi.com.na

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS, NO DOCUMENTS WILL BE RETURNED.

CLOSING DATE FOR APPLICATIONS: 27th of November 2020.